

PERSONNEL COMMITTEE MEETING MINUTES  
APRIL 8, 2015

PERSONNEL COMMITTEE MEMBERS PRESENT: O'Brien, LaPointe, Brown, Suprenant, Hicks

PERSONNEL COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Lindsay, Gang, Shaw, Pitts, Armstrong

Debra Prehoda, Clerk

Kevin Hayes, County Administrator

Roger Wickes, County Attorney

Melissa Moulthrop, Personnel Director

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Department Head Evaluations:
  - A. Director of Office for the Aging/ADRC
  - B. Public Defender
  - C. IT Director
  - D. Fire Coordinator
  - E. Code Enforcement Administrator
  - F. Superintendent of Public Works
  - G. Personnel Director
- 3) Other Business
- 4) Adjournment

Chairman O'Brien called the meeting to order at 9:03 A.M.

DEPARTMENT HEAD EVALUATIONS – A motion to enter an executive session to discuss the employment history of a particular person or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person, conduct the following department head evaluations:

Director of Office for the Aging/ADRC  
Public Defender  
IT Director  
Fire Coordinator  
Code Enforcement Administrator  
Superintendent of Public Works  
Personnel Director

was moved by Mr. LaPointe, seconded by Mr. Hicks and adopted.

A motion to return to regular session was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

OTHER BUSINESS:

CONSIDER PERSONNEL REQUESTS:

Social Services – Backfill – Account Clerk, Child Support Unit due to Retirement – A motion to approve backfill, Account Clerk in the Child Support Unit DSS, was moved by Mr. LaPointe and seconded by Mr. Suprenant. Discussion. The Personnel Director mentioned this is a position that is on the Civil Service Preferred list. The motion to approve backfill, Account Clerk in the Child Support Unit DSS, was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

District Attorney – New Position – Clerk – Grant Funded – A motion to approve Clerk, new position in the District Attorney's office, was moved by Mr. LaPointe and seconded by Mr.

Suprenant. Discussion. The District Attorney at budget time was given approval to create a Clerk position. He has a grant to fund this position and going forward plans to reapply for this grant funding to maintain this position and would need to address if the grant funding was not available. The duties of this position include: preparing paperwork for grants, day to day office duties such as debt collection calls, filing, and also alleviating some of these duties currently performed by the paralegals therefore reducing overtime/compensated time accrued. The District Attorney plans to address the Finance Committee regarding this grant funding. The motion to approve filling new position, Clerk in the District Attorney's office, was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted.

Public Works – Backfill – Highway Worker II due to Retirement – A motion to approve backfill, Highway Worker II in the Department of Public Works, was moved by Mr. Suprenant, seconded by Mr. O'Brien and adopted.

County Administrator position has been advertised and starting to receive applications. Chairman O'Brien asked the committee to begin to formulate a list of questions that will be asked to all candidates for consideration at the next meeting.

A motion to adjourn was moved by Mr. LaPointe, seconded by Mr. Suprenant and adopted. The meeting adjourned at 12:04 P.M.

*Respectfully submitted,*

*Debra Prehoda, Clerk  
Washington County Board of Supervisors*